

MEETING MINUTES
For
RDU PMii User Group #8
(Prepared by Jimmy Goodnight)

The Roadway Design Unit PMii User Group held a meeting on February 15, 2007 in the Roadway Design Conference Room. The following group members were in attendance:

Ron Allen	Jimmy Goodnight	Rekha Patel
Jimmy Norris	Gary Lovering	Robert Stroup
Greg Brew	Ron McCollum	Roger Thomas

The goal of the meeting was to review the minutes from the January 2007 meeting, discuss the status of the Tips and Tricks w/FAQ, and continue with the development of the standardized Roadway guidelines

The January 10, 2007 minutes have been posted to the Roadway Design Unit Website and are therefore approved.

- **Progress made on the Tips and Tricks with a FAQ Section**

Greg indicated that no comments have been received from the RDU User Group to date. Jimmy Norris has sent several of his comments to Ron Allen. Jimmy also indicated he will get additional questions to add from PMii help. The group agreed to table this item until the next meeting.

- **Discuss Standardized Roadway Guidelines**

- ♦ The group discussed the “Activities/Elements and Process for Confirmations” spreadsheet developed by Jimmy Norris as requested by the Main PMii User Group. The spreadsheet has activities and elements for New Location, Widening, Bridge Process III, Bridge Replacement, Minor Improvement, and Design Build.

The activities and activity elements for the New Location process were discussed in detail and verbiage describing when to confirm each activity and element was completed on elements 3040 through 8270. During this process, we discussed why certain elements were included in the system and decided certain elements could be deleted. Elements to be deleted from the process include 4380 (PD&EA), 4390, 5776, 5830.

Due to time limitations, the group decided to complete the “when to confirm” column for Roadway activities and elements for new location schedules at a later date. When this task is completed, other Units will use the spreadsheet as an example so they can complete their standardized confirmation description for each activity and element.